

INSTRUCTIONS FOR COMPLETING FORM SI-350

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.ss.ca.gov>. Alternatively, statement forms are available on the Secretary of State's website at <http://www.ss.ca.gov/business> and can be viewed, filled in and printed from your computer. Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form should not be altered.

Every **foreign corporation** shall file a Statement of Information with the Secretary of State annually during the applicable filing period. The applicable filing period for a foreign corporation is the calendar month during which its original Statement and Designation by Foreign Corporation was filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety.

Statutory filing provisions are found in California Corporations Code [section 2117](#), unless otherwise indicated. Failure to file this Statement of Information by the due date will result in the assessment of a \$250.00 penalty. (Corporations Code [section 2206](#); Revenue and Taxation Code [section 19141](#))

FILING FEES: The annual Statement of Information must be accompanied by a **\$20.00** filing fee and **\$5.00** disclosure fee. The filing fee and the disclosure fee may be included in a single check made payable to the Secretary of State. **All foreign corporations must pay a total of \$25.00 at the time of filing the annual statement.** If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, as defined above, **no fee** is required.

COPIES: The Secretary of State will endorse file one copy of the statement if an exact copy is submitted along with the statement to be filed. Copies submitted with the statement to be filed can be certified upon request and payment of the \$8.00 per copy certification fee.

PUBLICLY TRADED FOREIGN CORPORATIONS: Every publicly traded foreign corporation must also file a Corporate Disclosure Statement ([Form SI-PT](#)) annually, within 150 days after the end of its fiscal year. Form SI-PT may be obtained from the Secretary of State's website at <http://www.ss.ca.gov/business> or by calling the Statement of Information Unit at (916) 657-5448.

A "publicly traded foreign corporation" is a foreign corporation, as defined in Corporations Code [section 171](#), that is an issuer as defined in Section 3 of the Securities Exchange Act of 1934, as amended (15 U.S.C. Sec. 78c), and has at least one class of securities listed or admitted for trading on a national securities exchange, on the National or Small-Cap Markets of the NASDAQ Stock Market, on the OTC-Bulletin Board, or on the electronic service operated by Pink Sheets, LLC.

Complete the Statement of Information (Form SI-350) as follows:

- Item 1.** Please do not alter the preprinted name. If the corporate name is not correct, please attach a statement indicating the correct name and the date the Amended Statement by Foreign Corporation (Corporations Code [section 2107](#)) was filed with the Secretary of State. If blank, enter the name of the corporation **exactly** as it is of record with the California Secretary of State.
- Item 2.** If there has been any change to the last Statement of Information filed with the Secretary of State, including a change to any address, or no Statement of Information has ever been filed, complete this form in its entirety.

If there has been no change in the information contained in the last Statement of Information filed with the Secretary of State, check the box and proceed to Item 11.
- Item 3.** Enter the complete street address, city, state and zip code of the principal executive office. Please do not enter a P.O. Box or abbreviate the name of the city. This address will be used for mailing purposes.
- Item 4.** Enter the complete street address, city and zip code of the corporation's principal office in California, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Complete this item only if the address in Item 3 is outside of California.
- Items 5-7.** Enter the name and complete business or residential address of the corporation's chief executive officer (i.e., president), secretary and chief financial officer (i.e., treasurer). Please do not abbreviate the name of the city. The corporation must have these three officers. An officer may hold more than one office. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.
- Item 8.** Enter the name of the agent for service of process in California. An agent is an individual (director, officer or any other person, whether or not affiliated with the corporation) who resides in California or another corporation designated to accept service of process if the corporation is sued. The agent **must** agree to accept service of process on behalf of the corporation prior to designation.

If another corporation is designated as agent, that corporation must have previously filed with the Secretary of State, a certificate pursuant to Corporations Code [section 1505](#). Note, **a corporation cannot act as its own agent** and no domestic or foreign corporation may file pursuant to section 1505 unless the corporation is currently authorized to engage in business in California and is in good standing on the records of the Secretary of State.

If an individual is designated as agent, complete Items 8 and 9. If a corporation is designated as agent, complete Item 8 and proceed to Item 10 (do not complete Item 9).
- Item 9.** If an individual is designated as agent for service of process, enter a business or residential address in California. Please do not enter "in care of" (c/o) or abbreviate the name of the city. Please do not enter an address if a corporation is designated as agent.
- Item 10.** Briefly describe the general type of business that constitutes the principal business activity of the corporation.
- Item 11.** Type or print the name and title of the person completing this form and enter the date this form was completed.



State of California Secretary of State

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STATEMENT OF INFORMATION (Foreign Corporation)

FEES (Filing and Disclosure): \$25.00. If amendment, see instructions.**IMPORTANT — READ INSTRUCTIONS BEFORE COMPLETING THIS FORM****1. CORPORATE NAME** (Please do not alter if name is preprinted.)

This Space For Filing Use Only

DUE DATE:**CALIFORNIA CORPORATE DISCLOSURE ACT** (Corporations Code [section 2117.1](#))

A publicly traded corporation must file with the Secretary of State a Corporate Disclosure Statement (**Form SI-PT**) annually, within 150 days after the end of its fiscal year. Please see reverse for additional information regarding publicly traded corporations.

NO CHANGE STATEMENT

2. ☐ If there has been no change in any of the information contained in the last Statement of Information filed with the Secretary of State, check the box and proceed to **Item 11**.

If there have been any changes to the information contained in the last Statement of Information filed with the Secretary of State, or no statement has been previously filed, this form must be completed in its entirety.

COMPLETE ADDRESSES FOR THE FOLLOWING (Do not abbreviate the name of the city. Items 3 and 4 cannot be P.O. Boxes.)

3. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE CITY AND STATE ZIP CODE

4. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE

CA**NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS** (The corporation must have these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY AND STATE ZIP CODE

6. SECRETARY/ ADDRESS CITY AND STATE ZIP CODE

7. CHIEF FINANCIAL OFFICER/ ADDRESS CITY AND STATE ZIP CODE

AGENT FOR SERVICE OF PROCESS (If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California address. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code [section 1505](#) and Item 9 must be left blank.)

8. NAME OF AGENT FOR SERVICE OF PROCESS

9. ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

CA**TYPE OF BUSINESS**

10. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM_____
SIGNATURE_____
TITLE_____
DATE